

ARIZONA DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE DIVISION

CUSTOMER SERVICES

JPA 95-11

DATE: 1-19-95

TO: Jack H.

FROM: Lupe S.

Voice phone (602) 255-7918

Fax phone (602) 407-3081

223 2413

Burch
1557

SUBJECT:

- ☐ Per your request.
☐ For your information.
☐ Please handle.
☐ As we discussed.

- ☐ Please submit comments.
☒ For your review and approval.
☐ Please talk to me re: this.

DUE:

COMMENTS:

V-4 through V-8 identify
IGA requirementsNumber of pages 8 (including this sheet).

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INTERAGENCY SERVICES AGREEMENT
BETWEEN
THE ARIZONA DEPARTMENT OF PUBLIC SAFETY
AND
THE ARIZONA DEPARTMENT OF TRANSPORTATION

THIS AGREEMENT, entered into this _____ day of _____, 19____, pursuant to A.R.S. § 35-148, as amended by and between the ARIZONA DEPARTMENT OF PUBLIC SAFETY, hereafter called "DPS" and THE ARIZONA DEPARTMENT OF TRANSPORTATION, hereinafter called "ADOT".

WHEREAS, there is a need for funding ADOT'S Medical Review Program and it has been agreed by DPS and ADOT that funding should come from the Motor Carrier Safety Assistance Program grant (CFDA No. 20.600), hereafter called "the grant".

WHEREAS, DPS has been designated the Lead Agency for the grant by the Governor.

WHEREAS, DPS prepares an annual State Enforcement Plan, hereafter called "the SEP" which documents proposed activities and funding under the grant.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter recited, it is mutually agreed that:

1. DPS agrees to process the appropriate paperwork to effect reimbursement through the grant for salaries and expenses as described in the SEP.
2. ADOT agrees to bill DPS only for fundable activities and amounts as defined in the SEP and in accordance with the regulations and restrictions of the grant. Such billing shall be done on a monthly basis, with the last billing to include activities through September 30, 1995, and submitted by October 31, 1995.
3. ADOT agrees to comply with the federal Common Rule, 49 CFRPA-118, Subpart C, § 18.37 (a) and § 18.40 (a), and OMB Circular A-128.
4. ADOT agrees to submit to DPS monthly activity reports by the 15th of the following month.
5. ADOT agrees to submit a final report to DPS at the conclusion of the project, but no later than October 30, 1995.
6. ADOT agree to provide justification and supporting documentation for reimbursable expenses when requested to do so by DPS.
7. ADOT agrees to send all paperwork related to this agreement to:

Arizona Department of Public Safety
Attention: Ursula Miller
2102 West Encanto Boulevard
Phoenix, Arizona 85009

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8. This agreement shall become effective upon execution and shall be retroactive for reimbursement purposes to the effective date of the grant. This agreement shall remain in effect until terminated in writing by either party or until the end of the grant as determined by the Federal Highway Administration whichever occurs first. This agreement shall also be terminated if the Federal Highway Administration notifies DPS in writing that grant funding for the position will cease.

9. The parties agree to use arbitration, after exhausting applicable administrative reviews, to resolve disputes arising out of this agreement where the sole relief sought is monetary damages of \$5,000 or less, exclusive of interest and costs.

10. All parties agree that the contract is subject to cancellation by the governor for conflicts of interests, pursuant to A.R.S. § 38-511.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT the day and year first written above.

ARIZONA DEPARTMENT OF PUBLIC SAFETY

Director

DATE: _____

ARIZONA DEPARTMENT OF TRANSPORTATION

Director

DATE: _____

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V. R&D AND SPECIAL PROGRAM GRANTS

B. ADOT MEDICAL REVIEW PROGRAM (SPECIAL GRANT)

1. Summarize Projected Activities

The goal of the Arizona Commercial Driver Medical Project is to assure that all Commercial Driver License applicants meet prescribed medical qualifications.

The Arizona Commercial Driver Medical Review Program was implemented in September 1992 as a result of Arizona's selection to participate in the Pilot Prototype Medical Review Program initiated by the Association for the Advancement of Automotive Medicine. The program is scheduled to end on September 30, 1994; however, it is anticipated that the Arizona Department of Transportation's (ADOT) Motor Vehicle Division (MVD) will continue the program.

Accordingly, MVD plans to:

- a. Fund and hire two contract full-time employees*
- b. Collect baseline data on the current administrative process of medical evaluations
- c. Conduct training programs for physicians to include a reference brochure and video. The seminars are designed to address the specific responsibilities and obligations of physicians conducting this type of specialized medical examination.
- d. Conduct an in-depth evaluation of the program

* At the time of the original proposal, Arizona used limited full-time employees for the project. This was an inefficient use of resources, however, because the limited status employees sought full-time permanent employment and left the project within 7 to 9 months. With the original pilot program to end in September 1993, there was insufficient time to advertise and hire limited employees for a 3 to 4 month period. Furthermore, people were not interested in joining a program which was, at the time, to last for only a short duration. As a result, MVD hired contract help. The contract people have been with the program 10 months now and are doing a superb job. Accordingly, MVD will continue to use the same contract people who are trained in the program and who have shown that they can meet the required quality standards.

2. Identify the Practices

As of June 30, Arizona has issued 66,315 CDLs, 33,492 CDL Instruction Permits and 380 Intrastate Driver Waivers.

The Arizona Commercial Driver Medical Review Program was implemented in September 1992 to deal with problems associated with the existing medical program.

The Medical Review Program functions as follows:

The applicant presents a copy of a completed medical long form to the examiner. The state then reviews the form to assure that all medical standards are met. In instances where forms are incomplete or a driver appears not to meet standards, further information is required before the driver is issued a CDL. If the driver does not meet the standards, the state will not issue the license. Drivers will be required to resubmit medical forms every two years in order to maintain a valid CDL.

Through this process, the CDL becomes the documentation that the driver meets the medical standards. To clearly identify the drivers who are participating in the pilot program and help alleviate problems for law enforcement, Arizona provides each driver with a card which describes the program and clearly states that he or she meets medical standards.

Between September 1992 and June 1994, 35,368 ADOT Physical Examination Forms have been received, reviewed and entered into the MVD database. These forms had the following characteristics:

- a. Initial review resulted in 49% (17,330) being considered medically qualified
- b. Thirty-four percent (12,025) were sent back to the applicant.
- c. Of those returned, 51% were incomplete, 33% required further medical evaluation and 17% did not meet medical standards.
- d. Of the 17% which did not meet medical standards, 566 were denied (diabetes, color blindness, etc.) 1,292 required waivers, and 126 CDLs were cancelled.

At this point, the program has received national attention for its effectiveness. However, staffing shortages present a backlog of applications and a lack of training causes too many applications to be submitted for further review.

3. Describe Resources

We need the following resources to continue the program in FY1995:

Personnel Services - The present CDL Medical Review Program is headed by a full-time MVD Administrative Assistant who devoted 100% of her work time to the program. Funding is required for two full-time contract labor employees, who will devote 100% of their work time to processing and reviewing DOT physical examination forms, preparing the dispatching letters to request additional medical information and entering the medical information into the driver database.

The two full-time contract labor employees are required to review and process 1,700 medical forms submitted each month. This not only includes processing the medical application, but also requires creating 350 letters per month to request additional medical information. Upon receipt of the additional information, necessary corrections and review of the DOT medical are required with the final action to be data input of the medical information into the individual driver license data file.

(Indirect Costs is a standard rate which covers employee-related costs such as heating, air conditioning, electricity, space, etc. Though the employees will be contract employees, the need for space, desk, utilities, exists as it does for MVD employees.

"ERE" refers to Employee Related Expenses, which is the cost of health, retirement, etc. benefits which the State pays for employees.)

Travel - The in-state travel will allow program personnel to conduct on-site MVD examiner training and coordination with physicians and administrative staff statewide where problems are identified. This travel is considered mandatory so that statewide CDL medical training can be provided on site as well as liaison visits with the Regional Physicians' Organization.

- Equipment - This project requires no expenditure of funds for nonexpendable equipment.

Expendable equipment is required to support the program and includes supplies, postage and information and educational materials.

The program will require the normal expendable supplies. Additional funds are requested in order to write and publish a Physicians Guidebook for the completion of the Physicians DOT Physical Examination Guidebook.

- Outside Services - In order to evaluate the program, an outside vendor would be contracted with to complete the evaluation of the project.

The Motor Vehicle Division/ADOT does not have a qualified person to conduct an in-depth evaluation into the effectiveness of the program.

5. Evaluation

The program will be evaluated through the use of an Impact Evaluation, which is designed to determine the actual effect of a program intervention of the "bottom line" - traffic crashes, casualties and property damages. The first task will be to define the change the program intervention is designed to bring about, i.e., to insure that all commercial drivers meet medical standards. The second task is to measure the results. In addition, by decreasing the number of medically unqualified drivers who are licensed without restrictions the indirect result would appear to reduce the crash risk of commercial drivers. The evaluation would then measure 1) reduction in the number of medically unqualified drivers who are licensed, and 2) the number of medically unfit drivers who are detected and who are removed from the road. Specific elements of the evaluation plan will be provided upon request.

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06-Jan-95

1994/95 SPECIAL GRANTS - ADOT MEDICAL REVIEW PROGRAM BUDGET

		Total	MCSAP Total	State Total
SALARIES				
Contract Employees, Exam Tech II	2	34,234	34,234	0
Indirect Costs		7,531	7,531	0
Administrative Assistant (incl ERE)		22,705	0	22,705
Subtotal		<u>64,470</u>	<u>41,765</u>	<u>22,705</u>
TRAVEL				
In-State		3,500	3,500	0
Subtotal		<u>3,500</u>	<u>3,500</u>	<u>0</u>
OTHER				
Supplies		2,200	2,200	0
Postage		2,000	2,000	0
Program Information and Educational Materials		13,585	13,585	0
Contract for Program Evaluation		15,000	15,000	0
Subtotal		<u>32,785</u>	<u>32,785</u>	<u>0</u>
TOTAL		100,755	78,050	22,705